

How to Complete a Name Change (adult)

HOW TO:

Change your name if you are an adult.

WHEN TO USE:

You are an adult who wants to change your name to another name.

*** *Note: FOR DIVORCE:*** If you are getting a divorce and want to go back to your maiden name, this should be handled as part of the divorce process. You can go back to your maiden name by asking for it in your divorce Petition or Response or if your divorce has been finished (a judgment was filed) you should use the Ex Parte Application for Restoration of Former Name After Entry of Judgment and Order (Form 1287.50).

The *Petition for Change of Name* must be filed in the Superior Court in the county where you live.

Self-Help Center Superior Court, County of Santa Clara located at 99 Notre Dame Avenue, San Jose, CA 95113
408-882-2900 X-2926

www.sccselfservice.org
Santa Clara County
Self-Help website

www.sccsuperiorcourt.org
Santa Clara County
General website

www.courtinfo.ca.gov/selfhelp
State of California
Self-Help website

INSTRUCTIONS

What Forms Are Required

Prepare an original and **2 copies** of the following documents:

- *Civil Case Cover Sheet* 982.2(b)(1)
- *Petition for Change of Name* NC 100
- *Name and Information of About the Person Whose Name is To Be Changed* NC 110
- *Order to Show Cause for Change of Name* NC 120
- *Decree Changing Name* NC 130
- *Clets Background Information Supplement*

Filing Papers

After filling out the forms and making **2** copies, you will need to bring them to the **Probate Division** of the Superior Court at **191 N. First Street**. Your forms will be checked for completeness, and processed by the clerk. You will then need to pay a **\$274.50** filing fee and will be issued a case number (you may ask for a *fee waiver* (form 982(a)(17) requesting not to pay the filing fee if your income is low). You will receive a hearing date about **eight weeks** out from the filing date. *Note: The newspaper costs for publication vary, starting at about **\$90.00**, so please call each newspaper for cost.)

Publishing the Order to Show Cause

Pursuant to Government Code Section 6064, the *Order to Show Cause* must be **published in a local newspaper of general circulation** once a week for at least **four consecutive weeks** before the hearing date. Newspaper listings are found behind Attachment 3b of the *Order to Show Cause*. Take the “**file-endorsed**” copy of the Order to Show Cause to the newspaper which you chose so they can begin publication. (The newspaper is responsible for filing a *Proof of Publication* with the Court.)

You do not need to attend the hearing if all of the required documents have been submitted to the court; unless the petition is for minors or if there’s an objection filed. However, you will need to enclose a self-addressed stamped envelope for your “endorsed-filed” copies.

The final step will be to attend the court hearing and have the Judge sign the *Decree Changing Name* (Form NC-130). After the hearing, take your signed decree to the Probate Dept. for filing. You may purchase certified copies of your signed decree for **\$7.60** each.

Amending a Birth Record - To obtain your amended birth record, you must send a **fee** along with a filled out **VS23** form to State of California Bureau of Vital Statistics (procedure is found on the last page of this guideline).

In summary

A name change will cost about **\$350.00** to complete. If a process server gets involved the costs will be higher.

You are responsible for preparing your own paperwork. The information and sample forms within are for reference only. If you need assistance, you can visit the **Self-Service Center at 99 Notre Dame, San Jose, CA.**